

TRAVEL EXPENSE LOG FORM

Name:	Grant Number:	Budget Category:	Jurisdiction/Employer:
-------	---------------	------------------	------------------------

Purpose of Trip(s):

Date/Time		Place of Departure and Destination	Per Diem				Transportation						Total Daily Expenses
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Mileage		Rental	Air	Parking	Other Expenses	
							Miles	Amount					
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
TOTAL			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SUPERVISOR'S SIGNATURE

GRANTEE SIGNATURE (IF CONTRACTOR USED)

Only travel expenses directly related to the implementation of the grant can be claimed. Please provide documentation/receipts for all expenses except meals. This includes car rental, airline tickets, and lodging. Please see guidelines as noted in the example. Lodging in most counties is \$84 per night plus tax. The rate for Los Angeles and San Diego Counties is \$110 per night with Alameda, San Francisco, San Mateo, and Santa Clara counties up to \$140 per night. Other expenses may include toll fees, gas, or other miscellaneous items.

For travel taking place January 1, 2009 or later, the mileage rate is \$0.55 per mile.

Example of Completed TRAVEL EXPENSE LOG FORM

Name: Jane Broccoli	Grant Number: UBGXX-XX-123	Budget Category: Personnel/Other	Jurisdiction/Employer: Green County
----------------------------	-----------------------------------	---	--

Purpose of Trip(s): To attend the 2-day Used Oil HHW Workshop at Anytown, CA on January 3 & 4, 2009

Date/Time		Place of Departure and Destination	Per Diem				Transportation						Total Daily Expenses
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Mileage		Rental	Air	Parking	Other Expenses	
							Miles	Amount					
1/3/09 0700		Green County to Anytown	\$ 65.00		\$ 10.00	\$ 18.00	100	\$ 55.00					\$ 148.00
	1/4/09 1630	Return to Green County		\$ 6.00	\$ 10.00		100	\$ 55.00					\$ 71.00
													\$ -
TOTAL								\$110.00					\$219.00

SUPERVISOR'S SIGNATURE

GRANTEE SIGNATURE (IF CONTRACTOR USED)

Note:	If your trip was:	To be able to claim	Travel Reimbursement Guideline	
	Less than 24 hrs	Breakfast	Travel time must begin at or before 6:00 am and ends at or after 9:00 am	
		Dinner	Travel begins at or before 4:00 pm and ends at or after 7:00 pm	
	More than 24 hrs	Breakfast	Travel time must begin at or before 6:00 am and ends at or after 9:00 am	
		Lunch	Travel begins at or before 11:00 am or it travel ends at or after 2:00 pm	
		Dinner	Travel begins at or before 4:00 pm and ends at or after 7:00 pm	
Breakfast	Actual up to \$6.00	Incidentals	Actual up to \$6.00	
Lunch	Actual up to \$10.00	Lodging with receipt *	Actual up to \$84 + tax	
Dinner	Actual up to \$18.00	Lodging without receipt	N/A	

Only travel expenses directly related to the implementation of the grant can be claimed. Please provide documentation/receipts for all expenses except meals. This includes car rental, airline tickets, and lodging. Please see guidelines as noted in the example. Lodging in most counties is \$84 per night plus tax. The rate for Los Angeles and San Diego Counties is \$110 per night with Alameda, San Francisco, San Mateo, and Santa Clara counties up to \$140 per night. Other expenses may include toll fees, gas, or other miscellaneous items.

For travel taking place January 1, 2009 or later, the mileage rate is \$0.55 per mile.